

Joseph P. Dendel

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July 10th, 2015

Corporate Management Group

Holland, MI

To Whom It May Concern:

I am writing in response to your posting listed at Indeed.com for the Inventory Attendant position. After reading your job description, I am confident that my various roles in supporting equipment manufacturers is a well suited match for this position.

I would bring to your company a broad range of skills, including:

- **10+ Years Working For Equipment Manufacturers.**
- **Experience In Handling All Inside Sales Duties For An Equipment Manufacturer, Not Limited To: All Sales Proposals, Working with Engineers During Specification Reviews, Fielding Calls and E-Mails Related To Sales and Technical Process Questions, Scheduling The Ground and Freight Shipments, Providing Sales and Technical Support For Sales Distribution Representatives.**
- **Experience In Working With Microsoft Office Software On A Regular Basis.**
- **Detail-Oriented.**

I would welcome the opportunity to further discuss this position with you. If you have questions or would like to schedule an interview, please contact me by phone at **269-251-9048** or by e-mail at jdendel@mail.com. I have enclosed my resume for your review, and I look forward to hearing from you.

Sincerely,

Joseph P. Dendel

Professional Profile

Career Objective

I'm seeking a position which utilizes my knowledge and abilities relating to the various roles of a manufacturing business. I'm a very organized and detail-oriented person who takes pride in everything I do.

Personal Profile

I am a very motivated and organized person who does every job whether big or small to my utmost potential. I have worked in small manufacturing businesses and a larger pharmaceutical research company performing a number of jobs including but not limited to: production, lab testing, shipping, sales, customer service, report/document generation/review. I work great in a group setting as well as independently.

- Prime Solution, Inc., Otsego, MI 02/2013 – 06/2015 *Inside Sales/Lab Tech./Customer Service*

My core job duties included inside sales/lab tech./customer service personnel for the company handling the generation of sales proposals, assisting in specification reviews with engineering, document generation for various other items including lab reports, pilot testing reports, data gathering spreadsheets and general technical sales/marketing information. I fielded customer service requests in relation to my department(s) covering sales, lab, shipping and technical process questions. I arranged the shipments, gathered and distributed sales materials for the company's customers and independent sales reps and compiled/organized the final sales proposals/bid specifications for distribution to customers/engineers. I tested all the lab samples for the company; analyzing the dewaterability of various industrial/municipal wastewater sludge and gathered the data from the testing to generate lab reports to send to potential customers to gauge the next step in the sales process. With all the responsibilities I had I made sure to organize my time accordingly, ensuring everything was completed in a timely manner.

- MPI Research, Mattawan, MI 10/2012 – 02/2013 *Clinical Pathology Sample Management*

My job duties included preparing domestic and international sample shipments for the Clinical Pathology Department. I was required to read through protocols and decipher what was supposed to be shipping and what was supposed to stay at the facility. Our group was in charge of catching mistakes that may have originated in another department and correcting them prior to shipping.

- Prime Solution, Inc., Otsego, MI 01/2011 – 06/2012 *Lab Tech./Sales Support*

My job duties included working in a lab where I tested various wastewater sludge samples to determine proper flocculation for dewatering in the equipment Prime Solution manufactures. Once testing was completed, I was in charge of generating lab reports in a neat and timely fashion to be distributed and filed properly. Other than lab reporting I was also in charge of making and updating other forms for the company including sales proposals, proposal request forms, pilot testing forms and calculation sheets. I kept the forms and files organized and up to date on the central file server. I coordinated polymer inventory at the facility along with making sure MSDS sheets were organized and up to date. Other duties included proof reading articles and other documents before they were sent out, assisting with customer service and acted as support for sales and marketing.

- Frontier Technology, Inc., Allegan, MI 03/2001 – 10/2010 *Production/Inside Sales*

I started working here after school hours maintaining the lawn, swept the shop floor and ran parts. After high school I began in production utilizing various machines and hand tools to manufacture and assemble the equipment that Frontier produced. After a few years of production work I moved into the office to assist with shipping and purchasing of the day to day parts and kept the office and shop organized and running smooth. From there I moved on to handle the inside sales of the company, generating sales proposals and fielding all incoming calls/e-mails.

Skills Summary

- Very Organized/Detail-Oriented
- Good Computer Skills
- Experience Using Microsoft Office Software
- Experience In Sales
- Experience In Customer Service
- Experience In Shipping
- Experience In Lab Work
- Experience In The Wastewater Dewatering Field
- Great Work Ethic
- Self Motivated

Professional Experience

- **Production:** I've utilized drill presses, band saws and various hand tools.
- **Shipping:** I worked with UPS & FedEx for ground shipments and various other shipping companies for domestic/international freight shipments.
- **Lab:** I utilized basic lab equipment related to the wastewater dewatering field to find TS, TSS and TVS readings. Logged and tested various Industrial & Municipal wastewater samples compiling the data to complete sample analysis feasibility and pilot testing reports. Continued to update/improve the reporting style/forms.
- **Customer Service:** Years of experience handling customer service requests covering technical, sales, lab and shipping inquiries.
- **Sales:** Generated forms for gathering the required info for properly tracking and completing sales proposals and bid specifications for projects. Acted as the central hub for all incoming projects supporting outside sales managers and independent sales representatives. Kept the central server updated and organized. Worked with Microsoft Outlook, Word and Excel on a regular basis. Supported marketing by gathering technical/sales information related to the equipment sold, proof read materials prior to being printed and compiled PPT for trade shows and organized sales packets for sales representatives.

I have years of experience in the overall day to day operation of a small manufacturing business.

Education

ALLEGAN HIGH SCHOOL – Allegan, MI
High School Diploma, 2003

Class Certificate

MWEA Basic Wastewater Math I – Grand Rapids, MI WWTP
April 10th, 2013